[](https://www.google.com/url?sa=i&url=https://gotest.pk/education/nts-test/gift-university-gujranwala-entry-online-preparations/&psig=AOvVaw1LZ7oeJo8W9sqdWPVQsyjL&ust=1586678911719000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCMD_1d713-gCFQAAAAAdAAAAABAS) **GIFT UNIVERSITY**

**Head of Department Course Review and Approval Form Courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | Mass Communication/ Media Studies | | | **Program** | **BS** |
| **Course Code** | MC 304 | **Course Name** | **Still Photography** | | |

|  |  |  |
| --- | --- | --- |
| **Course Outline** | | |
| Title Page has all the required information as per the template | Yes √  √√√ | No |
| Has adequate Course Description/Introduction | Yes √ | No |
| Learning Goals & Outcomes are clearly defined | Yes √ | No |
| Reading Material for the course is clearly identified | Yes √ | No |
| Meets the required standards and format | Yes √ | No |
| Course Schedule separately describes topic, teaching material, reading material and assessment activities for each class session | Yes √ | No |
| Assessment Policy is clearly defined | Yes √ | No |
| Meets the required standards and format | Yes √ | No |

|  |  |  |
| --- | --- | --- |
| **Teaching Material** | | |
| Detailed Lecture Notes are available for all 30 class sessions | Yes √ | No |
| Lecture Slides are available for all 30 class sessions | Yes √ | No |
| Teaching Material has been uploaded in the relevant lecture folders in GIFT Course Directory | Yes √ | No |

|  |  |  |
| --- | --- | --- |
| **Reading Material** | | |
| The Reading Material is available for all 30 class sessions | Yes √ | No |
| The Reading Material has been upload in the relevant Lecture folders in GIFT Course Directory | Yes √ | No |

|  |  |
| --- | --- |
| **Cleared by HoD for Submission to Online Academic Council** | |
| **Signature:** |  |
| **Name:** | **Mr Tahir J. Malik** |
| **Date** | **25/11/2020** |

Note: Teaching and Reading Material for 8 sessions are uploaded, other are underway.